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UNITED STATES DEPARTMENT OF AGRICULTURE

Director of Information

April 28, 1948

INFORMATION MEMORANDUM NO. 1

Until further notice, J. H. McCormick will be responsible for the duties of the Distribution Control Officer, as Patrick W. Condon has been detailed to the Office For Food and Feed Conservation.

Miss Helene Kause and Mrs. Hazel Deutsch will handle routine requests for copies of materials from other agencies, or information on publications which have been received for ordinary handling.

Keith Hindbaugh

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UNITED STATES DEPARTMENT OF AGRICULTURE
Director of Information
Washington

July 8, 1948

INFORMATION MEMORANDUM NO. 2

Requests for information on Annual Reports for fiscal year 1948 are beginning to come in. To forestall the necessity for these as much as possible and to attempt to remove any uncertainties about these reports, I am giving you the information below.

1. The appropriation for printing and binding is somewhat larger for this year than it was last, but increased printing costs will in general have the effect of holding our published output in 1949 about where it was in 1948.

2. Title 3, paragraph 41 of the Department Regulations will be our basic guide, with the added understanding that illustrations will be confined to uncolored maps, drawings, or charts, and that photographs will not be used.

3. The length of reports should be no greater than last year, unless there is strong and exceptional reason for an increase in special cases. If there was a reduction of function or activity during the year, the report should be accordingly shortened.

4. Tables of contents may be used if deemed necessary.

5. There is no law requiring that Annual Reports of all bureaus be printed. They are required to be prepared, however, and submitted to the Secretary, who will determine which ones may be printed.

6. Reports not printed may be mimeographed if deemed necessary.

7. Those which are to be printed will be editorially reviewed in this office.

8. Special pains should be taken to make certain that all the information reported is clearly based on results obtained from projects definitely authorized. Annual Reports are scrutinized often in relation to authorized functions, funds requested for carrying on the work, appropriations granted, and results reported.

9. The date prescribed by law for submitting the reports to the Secretary is September 15. If a bureau or agency runs into difficulties and finds it impossible to meet that date, this Office should be notified as soon as the delay is known. A later date may then be approved if justified.

Keith Hinchaugh

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Director

January 12, 1949

OFFICE OF INFORMATION MEMORANDUM NO. 3

To make more time available to Mr. McCormick for increased responsibilities in decentralization of the Department printing fund and to compensate for the added responsibilities he has had since taking over immediate supervision of budget and management work, the Motion Picture Service will be under the supervision of the Associate Director of Information, R. L. Webster, until further notice.

Mr. Webster will also be responsible for coordinating Motion Picture Service and Radio Service film activities relating to television. He will continue to manage the Press Service and Special Reports along with this new assignment.

Nick Himebaugh

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Information

January 14, 1949

Office of Information Memorandum No. 4

The Information and Publications Desk

The work and functions of this unit formerly located in the Patio of the Administration Building have been moved to Rooms 100 and 104 of the same building. This Office in its new location will still be responsible for handling subject matter inquiries, whether by telephone or in person.

In addition, this Office will continue to supply free copies of available publications to the public, and for reference purposes to officials of the Department who call or send for them. Copies of publications cannot be furnished in quantity. The unit will continue to act as a sales agency for the Superintendent of Documents on publications which can be obtained only by purchase.

Frequently, persons from the outside desiring to attend meetings or conferences scheduled by bureaus and agencies of the Department, inquire in person or by telephone for information concerning the place of meeting or for direction to the conference room. In order to be of assistance to the visitors, it would be helpful if the staff of the unit could be advised in advance of these meetings. The information could be supplied either by memorandum or by telephone to Mrs. Clay or any of her staff on extension 2791.

This unit was established for the purpose of handling inquiries promptly, courteously and with as little inconvenience as possible to the person making the inquiry. They would not be able to accomplish this were it not for the cooperation of the various offices of the Department. Appreciation is expressed to bureaus for its willingness and helpfulness in supplying answers to specific questions that arise from time to time to the group on duty there.

Keith Himebaugh
Director of Information

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Information

February 24, 1949

OFFICE OF INFORMATION MEMORANDUM NO. 5

It has been suggested, in connection with the Management Improvement and Manpower Utilization program, that outline maps of the United States used in publications or releases should show the name of the State in one of the lower corners of the space within each State boundary.

Since this will involve no additional expense except the original cost of preparation, this suggestion can probably be adopted in many places. It is recognized that there will be cases where the full space within the State boundary might be needed for representation of statistical data, or the State name might interfere with some coloring schemes or otherwise tend to lessen the desired visual effect.

Where there would not be such interference, we suggest that State outline maps used in publications and releases should show the name of the respective States.

Keith Himebaugh

Keith Himebaugh
Director of Information

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Information
Washington

July 15, 1949

INFORMATION MEMORANDUM NO. 6

The following information is to answer requests about details of Annual Reports for the fiscal year 1949:

1. Funds available for printing are now included in agency appropriations, but increased printing costs should be considered in planning annual reports.

2. Title 3, paragraph 41 of the Administrative Regulations of the Department will be our basic guide, with the added understanding that illustrations will be confined to uncolored maps, drawings, or charts, and that photographs will not be used.

3. Reports should be as concise and brief as possible and should be no longer than last year, unless there is strong and exceptional reason for an increase in special cases. If there was a reduction of function or activity during the year, the report should be accordingly shortened.

4. Tables of contents may be used if deemed necessary.

5. There is no law requiring that Annual Reports of all bureaus be printed. They are required to be prepared, however, and submitted to the Secretary, who will determine which ones may be printed.

6. Those which are to be printed will be editorially reviewed in this Office.

7. Special pains should be taken to make certain that all the information reported is clearly based on results obtained from projects definitely authorized. Annual Reports are scrutinized often in relation to authorized functions, funds requested for carrying on the work, appropriations granted, and results reported.

8. The date prescribed by law for submitting the reports to the Secretary is September 15. If a bureau or agency runs into difficulties and finds it impossible to meet that date, this Office should be notified as soon as the delay is known. A later date may then be approved if justified. However, we should be careful to prevent delay that will cause any surcharge on regular printing charges because of last minute rush or poor copy.

Keith Himebaugh
Director of Information

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Information
Washington

August 5, 1949

INFORMATION MEMORANDUM NO. 7

On July 1, 1949 the Office of Information was informed by circular letter from the Government Printing Office that demands for extraordinary printing services can possibly result in a surcharge of 25 percent in printing bills. Pertinent excerpts of the letter follow:

> ". . . increasing demands for fast service have adversely affected the cost of composition due to the necessity for special handling, or the performance of many production steps at night rates, and in numerous instances it requires us to keep workers and machines alike in a standby capacity. Those agencies not requiring this type of service are penalized both by increased composition costs and by delinquent delivery schedules.
>
> "We fully appreciate the necessity of occasional demands for this type of service, and in an effort to allocate the additional cost of this service properly, effective July 1, 1949 a surcharge of 25 percent will be applied to all rush work which requires special handling, or which cannot be produced without unbalancing production schedules already assigned to work on hand.
>
> "On those jobs falling in the surcharge category, the ordering department or agency will be notified and afforded the opportunity of extending the delivery request, thereby eliminating the necessity for the additional charge. It will be to the advantage of the requisitioning agency to plan its work as far in advance as possible to avoid the surcharge and assist in the ultimate reduction in the cost of composition through more liberal schedules.
>
> "A penalty charge also will be placed against all copy of an unsatisfactory nature. Copy containing excessive insertions, deletions, or transpositions, illegible photostat copy and hand-written copy will be considered as objectionable and the penalty will be applied on a percentage basis to compensate for the reduced production and the resulting unit cost of composition. The agency will be advised, if possible, of the objectionable nature of the copy and it may be returned, if the agency wishes, for retyping. It is hoped that by this procedure our basic composition rate may be adjusted so that agencies supplying clear and legible copy will not have to share the cost of typesetting from objectionable manuscript.
>
> "Estimates provided after July 1 will reflect these surcharges."

We requested the Government Printing Office to furnish us information as to the time needed to produce certain jobs without incurring additional costs.

As that Office cannot forsee what its volume may be from day to day and what demands may be made by numerous departments it is reluctant to furnish printing schedules. In order to assist bureaus in planning their printing needs, if the following schedules are followed we feel quite sure there will be no danger of the surcharge:

New job printing orders with press runs up to and including 500,000 copies delivery in 70 days.

Reprints from existing plates in quantities up to 500,000 copies delivery in 60 days.

Publications averaging 32 pages including illustrations with press runs up to 50,000 copies, galley proof in 6 weeks, page proof in 3 weeks, delivery 5 weeks after return of final page proof. To each additional 32 pages add 2 weeks to time for galley proof and 1 week for delivery.

Keith Himebaugh

Keith Himebaugh
Director of Information

AUG 12 1949

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October 13, 1949

OFFICE OF INFORMATION MEMORANDUM NO. 8

Effective October 2, 1949, Harris T. Baldwin will be in charge of Exhibits, to replace Joseph W. Hiscox who retired on September 30, 1949.

Keith Himebaugh
Director of Information

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Information
Washington

July 14, 1950

INFORMATION MEMORANDUM NO. 9

This information is to answer requests about details of Annual Reports for the fiscal year 1950:

1. Title 3, paragraph 41, of the Administrative Regulations of the Department will be our basic guide, with the added understanding that illustrations will be confined to uncolored maps, drawings, or charts, and that photographs will not be used.

2. Reports should be as concise and brief as possible and should be no longer than last year, unless there is strong and exceptional reason for an increase. If there was a reduction of function or activity during the year, the report should be accordingly shortened.

3. Tables of contents may be used if deemed necessary.

4. There is no law requiring that Annual Reports of all bureaus be printed. They are required to be prepared, however, and submitted to the Secretary, who will determine which ones may be printed.

5. Those which are to be printed will be editorially reviewed in this Office.

6. All the information reported must be clearly based on results obtained from projects definitely authorized. Annual Reports are scrutinized often in relation to authorized functions, funds requested for carrying on the work, appropriations granted, and results reported.

7. The date prescribed by law for submitting the reports to the Secretary is September 15. If a bureau or agency runs into difficulties and finds it impossible to meet that date, this Office should be notified as soon as the delay is known. A later date may then be approved if justified. However, we should be careful to prevent delay that will cause any surcharge on regular printing charges because of last minute rush or poor copy.

Keith Himebaugh

Keith Himebaugh
Director of Information

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Information
Washington

July 17, 1951

INFORMATION MEMORANDUM NO. 10

This information is to answer requests about details of Annual Reports for the fiscal year 1951:

1. Title 3, paragraph 41, of the Administrative Regulations of the Department will be our basic guide, with the added understanding that illustrations will be confined to uncolored maps, drawings, or charts, and that photographs will not be used.

2. Reports should be as concise and brief as possible and should be reduced to less than the average length for the last five years in the interest of paper conservation. If there was a reduction of function or activity during the year, the report should be accordingly shortened.

3. Tables of contents may be used if deemed necessary.

4. There is no law requiring that Annual Reports of all bureaus be printed. They are required to be prepared, however, and submitted to the Secretary, who will determine which ones may be printed.

5. Those which are to be printed will be editorially reviewed in this Office.

6. All the information reported must be clearly based on results obtained from projects definitely authorized. Annual Reports are scrutinized often in relation to authorized functions, funds requested for carrying on the work, appropriations granted, and results reported.

7. The date prescribed by law for submitting the reports to the Secretary is September 15. If a bureau or agency runs into difficulties and finds it impossible to meet that date, this Office should be notified as soon as the delay is known. A later date may then be approved if justified. However, we should be careful to prevent delay that will cause any surcharge on regular printing charges because of last minute rush or poor copy.

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M. L. DuMars

M. L. DuMars
Acting Director of Information

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Information
Washington

August 20, 1952

INFORMATION MEMORANDUM NO. 11

This information is to answer requests about details of Annual Reports for the fiscal year 1952.

1. Title 3, paragraph 41, of the Administrative Regulations of the Department will be our basic guide, with the added understanding that illustrations will be confined to uncolored maps, drawings, or charts, and that photographs will not be used.

2. Reports should be as concise and brief as possible and should be reduced to less than the average length for the last five years in the interest of economy. If there was a reduction of function or activity during the year, the report should be accordingly shortened.

3. Tables of contents may be used if deemed necessary.

4. There is no law requiring that Annual Reports of all bureaus be printed. They are required to be prepared, however, and submitted to the Secretary, who will determine which ones may be printed.

5. Those which are to be printed will be editorially reviewed in this Office.

6. All the information reported must be clearly based on results obtained from projects definitely authorized. Annual Reports are scrutinized often in relation to authorized functions, funds requested for carrying on the work, appropriations granted, and results reported.

7. The date prescribed by law for submitting the reports to the Secretary is September 15. If a bureau or agency runs into difficulties and finds it impossible to meet that date, this Office should be notified as soon as the delay is known. A later date may then be approved if justified. However, we should be careful to prevent delay that will cause any surcharge on regular printing charges because of last minute rush or poor copy.

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M L DuMars

M. L. DuMars
Acting Director of Information

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[Mar. 1953]

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INFORMATION MEMORANDUM NO. 12

The publications warehouse of the Office of Information has been moved from 501 - 26th Street, N. W., Washington 25, D. C. to a new location in the subbasement of the 1st Wing, South Building. All mail or publications formerly addressed to the 26th Street address, including processed material from agency field offices, should now be addressed to:

Publications Stockroom
Office of Information
South Building
U. S. Department of Agriculture
Washington 25, D. C.

J. H. McCormick
Acting Director of Information

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OFFICE OF INFORMATION
Washington

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August 14, 1953

INFORMATION MEMORANDUM NO. 13

We greatly appreciate the cooperation we have received from agencies and offices in the assembling of information requested in my May 15 letter and accompanying questionnaire on annual reports. We have reviewed the answers carefully, using some of the information as background for this memorandum, and will continue to use the information in following, with your help, the most economical, effective procedures of handling annual reports. The information received from the agencies reflected widespread recognition of the importance of annual reports, carefully considered as to length, content, and distribution.

Following are guides for handling annual reports covering the fiscal year 1953:

1. Title 3, paragraph 41(2) of the Administrative Regulations of the Department will be our basic guide, with the added understanding that illustrations will be confined to uncolored maps, drawings, or charts, and that photographs will not be used.

2. Reports should be as concise and brief as possible in the interest of economy. If there was a reduction of function or activity during the year, the report should be shortened accordingly.

3. Agencies are urged to reduce the number of copies and length of their annual reports in accordance with their answers to the questionnaire. If a report has been running over 64 pages, please give special consideration to the possibility of bringing its overall length down to 64 pages. Any number of pages of overall length that is an even multiple of 8 is a reasonably efficient size from the standpoint of presswork, paper, and binding. If your report has been running at an in-between size, please try to get it down to the next lower multiple of 8 (example, cutting from 36 pages to 32 pages).

4. There is no law requiring that annual reports of all agencies be printed. They are required to be prepared, however, and submitted to the Secretary, who will determine which ones may be printed.

5. Those which are to be printed will be editorially reviewed in this Office.

6. All the information reported must be clearly based on results obtained from projects definitely authorized. Annual reports are scrutinized often in relation to authorized functions, funds requested for carrying on the work, appropriations granted, and results reported.

7. The Government Printing Office wishes to have cooperation from the several departments through uniform handling of annual reports with respect to page size, type page, type face, and paper. Accordingly, we are planning on the same uniform annual report format as in the past.

8. The handling of cover pages (self-covers) should be in keeping with the need for uniform economical processing of annual reports at GPO. Because of the interest of some agencies, we have given attention to the possibility of some variations in cover page appearance within the framework of economical and efficient handling. Accordingly, we are attaching sketches of three sample cover page treatments. Such cover pages may be used. However, please bear in mind that they should:

   (1) Be simple.
   (2) Usually be typographic, without hand lettering.
   (3) Involve no use of engraving except seal, but may use printer's rules, etc.

9. The date prescribed by law for submitting the reports to the Secretary is September 15. If an agency runs into difficulties and finds it impossible to meet that date, this Office should be notified as soon as the delay is known. A later date may then be approved if justified. However, we should be careful to prevent delay that will cause any surcharge on regular printing charges because of last minute rush or poor copy.

R. L. Webster

R. L. Webster
Director of Information

Enclosures

SAMPLE FORMAT NUMBER I

(1)

60 pt. Typo Script.

Report of

the Chief of the Forest Service 1953

C.896. C+lc.

America's Stake in World Forestry

C.884. (Stal). C+lc.

UNITED STATES DEPARTMENT OF AGRICULTURE

C.861. Caps.

2

SAMPLE FORMAT NUMBER II

C.845 c+1c.

Report

OF THE CHIEF OF THE SOIL CONSERVATION SERVICE

C.247. caps.

1953

C.845

UNITED STATES DEPARTMENT OF AGRICULTURE

C.841.

C.241 c+1c.

SAMPLE FORMAT NUMBER III

3

C.896
cy1c

Report of the Administrator of the Production and Marketing Administration

1953

C.896.

UNITED STATES DEPARTMENT OF AGRICULTURE

C.861.
cops.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Information
Washington

April 6, 1954

INFORMATION MEMORANDUM NO. 14

Subject: Agency Publications Committees

(THIS MEMORANDUM IS REISSUED IN ORDER TO INCLUDE IT IN THE OFFICE OF INFORMATION NUMBERED MEMORANDA SERIES)

We are sending you herewith a Guide for the Establishment and Functioning of an Agency Publications Committee. This is for the use of your agency in setting up and maintaining a Publications Committee in accordance with Secretary's Memos. 1348 and 1349. We suggest that the committee be appointed at least by May 1.

To carry out our responsibility in this area, we are preparing to be represented on your agency's Publications Committee. Please let us have the names of the chairman and secretary of the committee as soon as they are designated, and also send us a copy of the full membership of the committee.

After you notify me of the appointment and personnel of your agency's Publications Committee, I will designate a staff member of the Office of Information to represent us on the committee. He will need to receive advance notification of each meeting of the committee so that he can make plans to attend. Also, we are requesting that as soon as reasonable after each committee meeting, he receive a copy of the minutes.

We believe that the system of agency Publications Committees, actively considering and planning the publications programs in the Department, will revitalize our publications work, concentrate our efforts on the most needed publications, and help to bring about maximum effectiveness and economy in those that are issued. We are looking forward to working with your Publications Committee.

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Enclosures

(Memorandum previously addressed to
Agency Heads)

R Lyle Webster

R. Lyle Webster
Director of Information

(#14)

April 6, 1954

GUIDE FOR THE ESTABLISHMENT AND FUNCTIONING OF AN AGENCY PUBLICATIONS COMMITTEE

Function

1. Recommend the publications needs of the agency in the interest of economy and effectiveness.

2. Approve the agency plans or program for publication, preparation, and distribution before manuscripts are written.

3. Consider the relationships of proposed publications to Land-Grant College needs and utilization.

4. Determine that the proposed publications do not duplicate known existing publications issued by private industry.

Scope

All publications of the agency, printed and processed, originating in Washington or the field.

Establishment

Appointed by the Administrator.

Size

Depending on the size of the agency. Three to seven members is a suggestion.

Representation

Broadly representative of the interests and scope of the agency, with active membership composed of top administrative, program, and information personnel, and with emphasis on those areas in the agency that are particularly concerned with the use and preparation of publications.

(#14)

#2- Guide for the Establishment and Functioning of an Agency Publications Committee

April 6, 1954

Officers

A chairman and a secretary are necessary. The Secretary of Agriculture has requested that the agency head or an assistant agency head serve as chairman. The secretary of the committee may be designated by the administrator or elected by the committee. He should have an especially active interest in the agency's publications program.

Role

Advisory to the administrator or to the person delegated by him to be in active charge of the agency's publications program.

Frequency of Meetings

Regular meetings at least quarterly and special meetings as needed at the call of the chairman. This suggestion assumes considerable staff work being done in preparation for each meeting of the committee. Adequate staff work will facilitate the work of the committee and conserve time spent in meetings.

Planning

Plans should be made on a fiscal year basis and need to be thought out well in advance of the year which they cover. Supplementary planning will be needed in the course of the year. To guide the publications program effectively, the committee will need to be fully informed on agency finances relating to publications, whether printed or processed.

Records

The secretary of the committee should keep minutes of the meetings and other records sufficient to document the work of the committee.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Information
Washington

April 7, 1954

INFORMATION MEMORANDUM No. 15

Subject: Policy Clearance and Control of Processed Publications by Office of Information

(This MEMORANDUM IS REISSUED IN ORDER TO INCLUDE IT IN THE OFFICE OF INFORMATION NUMBERED MEMORANDA SERIES)

The Secretary has vested in this office the responsibility for policy clearance and control of processed, as well as printed publications. Such clearance and control are designed to implement Department policies, including the established Department policy of using the most economical methods of printing and duplicating consistent with requirements of time, distribution, etc.

The procedure for submitting publications intended for printing will remain the same as in the past.

This memorandum covers the submission of publications intended to be mimeographed, multilithed, and dittoed in the Washington area, and applies to material, including periodicals, which

1. May lend itself to public distribution, reading, or use, or
2. May lend itself to distribution or use by other agencies or departments.

After clearing an issue of a periodical, the Director of Information may at his discretion give advance clearance for a year to any duplicated periodical that will be consistent from issue to issue in content, format, length, and distribution.

Public distribution is interpreted as including distribution to the public generally, or to agricultural committees, soil conservation district boards, REA and other cooperatives, and similar groups that cooperate in Department programs.

This memorandum does not apply to such materials for duplicating as the following:

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1. News and radio releases.
2. Regulations, regulatory announcements, administrative announcements, and administrative procedures.
3. Forms.
4. Letters (other than news letters or periodical letters).
5. Preliminary drafts of publications duplicated in very limited quantity for review purposes only.
6. Speeches, except those issued after the event as publications.
7. Current crop reports, livestock reports, market reports, whether domestic or foreign.

8. Committee reports.
9. Visual and lecture notes.
10. Reprints from magazines, periodicals, or journals.

Beginning April 19, manuscript covered by this memorandum shall be submitted to R. A. Hollis, Processed Publications Review Desk, OI, (Room 545-A -Ext. 5586). With the manuscript we will need to have a filled-in Form AD-59 (Manuscript Transmittal and Receipt) in duplicate. Obvisouly several blanks on this form apply only to printed publications and would not be filled out for a duplicated publication. Indicate on the form whether the manuscript is to be duplicated by multilith, mimeograph, or ditto. If the job is to have a heavy cover, please indicate this too. Also, indicate what audience the publication is intended for, how many copies are to be distributed immediately, how many copies are to be kept in reserve for later distribution, and date needed.

Publications will need to be submitted in final manuscript form, not in the form of stencils, negatives, or masters for duplicating. Clean and complete copy will be needed, including illustrations and art. The originating agency is vested with responsibility for detailed editing of manuscripts, which should be completed before submission to OI.

The Office of Information will administer policy clearance and control in accordance with Secretary's Memorandum No. 1348, and with the Administrative Regulations (See Title 3, Chapter 2, Publications, and Chapter 3, Printing) and the Government Printing and Binding Regulations. The definition of printing by the Joint Committee on Printing includes nearly all of the printing and duplicating done for the several agencies of the Department. One of the functions of the Office of Information in publications clearance and control is to help in channeling manuscripts from uneconomical to economical methods of publication, with due regard to such factors as time requirements. Another function is to help administer the regulations on Department publications series so that manuscripts properly belonging in a series are so published.

We are anxious to carry out our responsibilities for policy clearance and control of processed publications expeditiously and in a manner that will implement Department policy and effect maximum economy. Also, we want to give you the best possible service. At the beginning there undoubtedly will be special questions and problems. Mr. Hollis will make every effort to be at your service in working them out with you.

R. Lyle Webster

R. Lyle Webster
Director of Information

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Information
Washington

May 21, 1954

INFORMATION MEMORANDUM NO. 15
Supplement 1

Subject: Policy Clearance and Control of Processed Publications by Office of Information

(THIS MEMORANDUM IS REISSUED IN ORDER TO INCLUDE IT IN THE OFFICE OF INFORMATION NUMBERED MEMORANDA SERIES)

Some agencies of the Department have interpreted my memorandum of April 7, on the subject of clearance of processed publications by the Office of Information as relating only to those to be mimeographed, multilithed or dittoed in the Department's duplicating plant.

The purpose of this memorandum is to supplement the memorandum of April 7, by requiring the submission of all processed publications to the Office of Information for policy clearance and control whether to be processed in the Department's duplicating plant, Government Printing Office Departmental Service Office or on machines located in any agency office or installation in the Washington area.

All other requirements or instructions in the memorandum of April 7, remain unchanged.

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JAN 11 1955
U. S. DEPARTMENT OF AGRICULTURE

R. Lyle Webster

R. Lyle Webster
Director of Information

(Memorandum previously addressed to
Agency Information Heads and
Staff Office Heads)

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Information
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July 21, 1955

INFORMATION MEMORANDUM NO. 15, Supplement 2

Subject: Clearance of Processed Materials by the Office of Information

This supplement is intended to implement the provisions of Secretary's Memorandum No. 1384, of July 20, 1955, regarding management of mimeographing and multilithing operations in the Department, and, in particular, the control of large-size processing jobs.

Under that Memorandum all mimeographing and multilithing, or other offset jobs originating in the Department in the Washington area will be cleared by the Office of Information in every case where the run on initial or foreseeable reprint processing will total 25,000 or more production units. This does not apply to maps reproduced at the Beltsville plant of SCS.

To facilitate handling of clearance and to provide the best possible service to agencies in connection with the clearance procedure, the Office of Information will make its technical facilities available for consultation by agency representatives as to the methods, costs and speed of reproduction of materials. Agency program and time requirements will be considered in relation to the size, cost, and use of reproduced materials. However, agencies should recognize their own responsibilities to consider time requirements in preparing copy and planning for its reproduction and distribution.

In order to prevent possible delays and repetition of office work, no material for duplicating or multilithing that will total 25,000 or more production units should be put on stencils or paper or plastic plates until it has had such clearance from the Office of Information, Division of Publications. For your information, the number of production units is the product of copies times the number of 8x10½ pages in one color of ink included in the order. A production unit is a page, or one side of an 8x10½ sheet; an 8x10½ sheet processed on both sides is two production units. For example: 5,000 copies of a 5-page mimeograph or multilith job total 25,000 production units.

In order to handle clearance of your jobs as promptly as possible, each job should be forwarded to the Printing Section, Division of Publications, Office of Information with original and two copies of form AD 158. (Sample copy attached.) Use this form for all clearance of processed material by the Office of Information, including processed publications. The Director of Information may, at his discretion, give written advance clearance for up to six months to certain recurring jobs with emergency time requirements. Application for such advance clearance should be made well in advance. Items given such clearance will be post-audited.

In handling this clearance, which is necessary in the light of Joint Committee on Printing standards and requirements for efficient and economical processing and printing, the Office of Information will endeavor to render prompt service and cooperate in finding the solutions to any problems or questions that may

arise. We, in turn, will appreciate your cooperation and will be able to serve you best if you will allow a reasonable amount of time for this clearance procedure.

The policy clearance of processed publications as covered in Information Memorandum No. 15 and Supplement 1 will continue. Jobs totaling 25,000 or more production units which may not be covered by those memoranda are covered by this memorandum. The clearance provided by this memorandum does not duplicate the clearance provided in Memorandum 15 but calls for clearance of additional items totaling 25,000 or more production units.

Attachment

R. Lyle Webster

R. Lyle Webster
Director of Information

AD-158
JULY 1955

UNITED STATES DEPARTMENT OF AGRICULTURE

REQUEST FOR REPRODUCTION CLEARANCE

AGENCY NO.

DATE

AGENCY

DIVISION OR BRANCH

TITLE OR DESCRIPTION

NECESSITY FOR REPRODUCTION

SERIES OR FORM NO.

INFORMATIONAL ☐ ADMINISTRATIVE ☐ OTHER ☐

NO. OF COPIES | NO. OF PAGES | PAGE SIZE | NO. OF ILLUSTRATIONS

PRINTING
ONE SIDE ☐ BOTH SIDES ☐

TYPE OF COVER
SELF ☐ SEPARATE ☐

PAPER STOCK
KIND WEIGHT COLOR

INK COLOR

USE
PERMANENT ☐ TEMPORARY ☐ ORIGINAL RUN ☐ REPRINT ☐ REVISION ☐

PRESENT SUPPLY WILL LAST

THIS ORDER WILL LAST

RECOMMENDED PROCESS OF REPRODUCTION
OFFSET ☐ MULTILITH ☐ MIMEOGRAPH ☐

PLANNED DISTRIBUTION
BY MAILING LIST, NO. OF COPIES MAILING KEYS ☐ MAILING CODES ☐

NO. OF COPIES FOR RESERVE AND LOCATION

REVIEWED BY *(Name agencies)*

DATE JOB REQUIRED *(Explain)*

DATE COPY WILL BE READY FOR REPRODUCTION

DATE DELIVERY REQUESTED

REMARKS:

FOR ADDITIONAL INFORMATION CALL *(Name and extension)*

APPROVED BY

DO NOT WRITE BELOW THIS LINE

APPROVED FOR
OFFSET ☐ MULTILITH ☐ MIMEOGRAPH ☐ NO. OF COPIES

TO BE REPRODUCED AT
DEPARTMENT PLANT ☐ DEPARTMENTAL SERVICE OFFICE, G.P.O. ☐ G.P.O. ☐

REMARKS:

APPROVED BY *(Name and title)*

DATE

(See other side)

INSTRUCTIONS

This form is to be used for clearance of all mimeographing, multilithing, or other offset jobs as required by Secretary's Memorandum No. 1384 of July 20, 1955 and Information Memorandum No. 15, and Supplement 2. All processed publications and all jobs originating in the Department in the Washington area will be cleared by the Office of Information in every case where the run on initial or foreseeable reprint processing will total 25,000 or more production units. The number of production units is the product of copies times the number of 8 x 10½ pages in one color of ink included in the order. A production unit is a page, or one side of an 8 x 10½ sheet; an 8 x 10½ sheet processed on both sides is two production units. For example: 5,000 copies of a 5-page job, total 25,000 production units.

Agencies are requested to prepare in detail the original and two copies of this form and submit all copies to the Printing Section, Division of Publications, Office of Information, with MANUSCRIPT copy of material to be processed. The two copies and manuscript copy will be returned to the ordering office.

One copy of this form should then be attached to the proper order form; for example, Form AD-270 or AD-78, or GPO Form 3019 when the job is requisitioned.

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U.S. DEPARTMENT OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Information
Washington

July 21, 1955

INFORMATION MEMORANDUM NO. 15, Supplement 2

Subject: Clearance of Processed Materials by the Office of Information

This supplement is intended to implement the provisions of Secretary's Memorandum No. 1384, of July 20, 1955, regarding management of mimeographing and multilithing operations in the Department, and, in particular, the control of large-size processing jobs.

Under that Memorandum all mimeographing and multilithing, or other offset jobs originating in the Department in the Washington area will be cleared by the Office of Information in every case where the run on initial or foreseeable reprint processing will total 25,000 or more production units. This does not apply to maps reproduced at the Beltsville plant of SCS.

To facilitate handling of clearance and to provide the best possible service to agencies in connection with the clearance procedure, the Office of Information will make its technical facilities available for consultation by agency representatives as to the methods, costs and speed of reproduction of materials. Agency program and time requirements will be considered in relation to the size, cost, and use of reproduced materials. However, agencies should recognize their own responsibilities to consider time requirements in preparing copy and planning for its reproduction and distribution.

In order to prevent possible delays and repetition of office work, no material for duplicating or multilithing that will total 25,000 or more production units should be put on stencils or paper or plastic plates until it has had such clearance from the Office of Information, Division of Publications. For your information, the number of production units is the product of copies times the number of $8 \times 10\frac{1}{2}$ pages in one color of ink included in the order. A production unit is a page, or one side of an $8 \times 10\frac{1}{2}$ sheet; an $8 \times 10\frac{1}{2}$ sheet processed on both sides is <u>two</u> production units. For example: 5,000 copies of a 5-page mimeograph or multilith job total 25,000 production units.

In order to handle clearance of your jobs as promptly as possible, each job should be forwarded to the Printing Section, Division of Publications, Office of Information with original and two copies of form AD 158. (Sample copy attached.) Use this form for <u>all</u> clearance of processed material by the Office of Information, including processed publications. The Director of Information may, at his discretion, give written advance clearance for up to six months to certain recurring jobs with emergency time requirements. Application for such advance clearance should be made well in advance. Items given such clearance will be post-audited.

In handling this clearance, which is necessary in the light of Joint Committee on Printing standards and requirements for efficient and economical processing and printing, the Office of Information will endeavor to render prompt service and cooperate in finding the solutions to any problems or questions that may

arise. We, in turn, will appreciate your cooperation and will be able to serve you best if you will allow a reasonable amount of time for this clearance procedure.

The policy clearance of processed publications as covered in Information Memorandum No. 15 and Supplement 1 will continue. Jobs totaling 25,000 or more production units which may not be covered by those memoranda are covered by this memorandum. The clearance provided by this memorandum does not duplicate the clearance provided in Memorandum 15 but calls for clearance of additional items totaling 25,000 or more production units.

Attachment

R. Lyle Webster

R. Lyle Webster
Director of Information

AD-158
JULY 1955

UNITED STATES DEPARTMENT OF AGRICULTURE

REQUEST FOR REPRODUCTION CLEARANCE

AGENCY NO.

DATE

AGENCY

DIVISION OR BRANCH

TITLE OR DESCRIPTION

NECESSITY FOR REPRODUCTION

SERIES OR FORM NO.

INFORMATIONAL ☐ ADMINISTRATIVE ☐ OTHER ☐

NO. OF COPIES | NO. OF PAGES | PAGE SIZE | NO. OF ILLUSTRATIONS

PRINTING
ONE SIDE ☐ BOTH SIDES ☐

TYPE OF COVER
SELF ☐ SEPARATE ☐

PAPER STOCK
KIND WEIGHT COLOR

INK COLOR

USE
PERMANENT ☐ TEMPORARY ☐ ORIGINAL RUN ☐ REPRINT ☐ REVISION ☐

PRESENT SUPPLY WILL LAST

THIS ORDER WILL LAST

RECOMMENDED PROCESS OF REPRODUCTION
OFFSET ☐ MULTILITH ☐ MIMEOGRAPH ☐

PLANNED DISTRIBUTION
BY MAILING LIST, NO. OF COPIES MAILING KEYS ☐ MAILING CODES ☐

NO. OF COPIES FOR RESERVE AND LOCATION

REVIEWED BY *(Name agencies)*

DATE JOB REQUIRED *(Explain)*

DATE COPY WILL BE READY FOR REPRODUCTION

DATE DELIVERY REQUESTED

REMARKS:

FOR ADDITIONAL INFORMATION CALL *(Name and extension)*

APPROVED BY

DO NOT WRITE BELOW THIS LINE

APPROVED FOR
OFFSET ☐ MULTILITH ☐ MIMEOGRAPH ☐ NO. OF COPIES

TO BE REPRODUCED AT
DEPARTMENT PLANT ☐ DEPARTMENTAL SERVICE OFFICE, G.P.O. ☐ G.P.O. ☐

REMARKS:

APPROVED BY *(Name and title)*

DATE

(See other side)

INSTRUCTIONS

This form is to be used for clearance of all mimeographing, multilithing, or other offset jobs as required by Secretary's Memorandum No. 1384 of July 20, 1955 and Information Memorandum No. 15, and Supplement 2. All processed publications and all jobs originating in the Department in the Washington area will be cleared by the Office of Information in every case where the run on initial or foreseeable reprint processing will total 25,000 or more production units. The number of production units is the product of copies times the number of 8 x 10½ pages in one color of ink included in the order. A production unit is a page, or one side of an 8 x 10½ sheet; an 8 x 10½ sheet processed on both sides is two production units. For example: 5,000 copies of a 5-page job, total 25,000 production units.

Agencies are requested to prepare in detail the original and two copies of this form and submit all copies to the Printing Section, Division of Publications, Office of Information, with MANUSCRIPT copy of material to be processed. The two copies and manuscript copy will be returned to the ordering office.

One copy of this form should then be attached to the proper order form; for example, Form AD-270 or AD-78, or GPO Form 3019 when the job is requisitioned.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Information
Washington

March 21, 1956

INFORMATION MEMORANDUM NO. 15
Supplement 2, Amendment 1

Subject: Clearance of Processed Materials by the Office of Information

Because two new offset presses of larger capacity have been installed in the Printing Plant of the Office of Plant and Operations, and this Plant has been classified as a "Class B" Plant, we are liberalizing the clearance requirements for nonpublication materials set forth in Information Memorandum No. 15, Supplement 2, effective immediately.

The change in clearance requirements is as follows:

> In the case of "camera copy" (not paper or plastic plates) intended to be reproduced by offset printing (sometimes referred to as "multilithing") in the Office of Plant and Operations printing plant, clearance by the Office of Information will be required if the number of production units will amount to 50,000 or more (instead of 25,000 or more as previously required).

All other provisions of Information Memorandum No. 15 and Information Memorandum No. 15, Supplement 2, remain as stated. These include continuation of the requirement that, regardless of the number of production units involved, all publications covered by Information Memorandum No. 15 be cleared as provided in that memorandum.

R. Lyle Webster

R. Lyle Webster
Director of Information

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Office of Information
Washington

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INFORMATION MEMORANDUM NO. 15, REVISED

Subject: Clearance of Processed Publications and Materials by the Office of Information

The purpose of this memorandum is to consolidate and clarify the information and instructions contained in Information Memorandum No. 15, Supplements No. 1, 2, and Amendment 1 to Supplement 2. This revision supersedes Information Memorandum No. 15, its supplements and amendments.

Secretary's Memorandum No. 1348 of March 26, 1954, and 1384 of July 20, 1955, vested in the Office of Information the responsibility for policy clearance and control of processed publications and for the clearance of other mimeograph and offset jobs originating in the Washington area where the run on initial or foreseeable reprint processing will total more than the reproduction unit maximums established by this memorandum. To clearly differentiate between the two types of processed clearances involved, instructions in this memorandum are divided into two parts: Part 1, Policy Clearance and Control of Processed Publications; Part 2, Clearance of Non-Informational Processed Materials to be Run in Quantities of 25,000, 50,000 or More Production Units.

PART 1, CLEARANCE AND CONTROL OF PROCESSED PUBLICATIONS:

The clearance and control of processed publications by the Office of Information are designed to implement Department policies, including the established Department policy of using the most economical methods of printing and duplicating consistent with requirements of time, distribution, etc. This clearance covers publications intended to be mimeographed, offset, or dittoed in the Washington area, regardless of the number of production units or copies.

A publication is defined as written material, including periodicals, which may lend itself to public distribution, reading, or use, or lend itself to distribution or use by other agencies or departments. Public distribution is interpreted as including distribution to the public generally, or to agricultural committees, soil conservation district boards, Rural Electrification Administration and other cooperatives, and similar groups that cooperate in Department programs.

This clearance (Policy Clearance and Control) does not apply to such materials for processing as the following:

1. News and radio releases.
2. Regulations, regulatory announcements, administrative announcements, and administrative procedures.
3. Forms.
4. Letters (other than news letters or periodical letters).
5. Preliminary drafts of publications processed in very limited quantity for review purposes only.
6. Speeches, except those issued after the event as publications.
7. Current crop reports, livestock reports, and market reports, whether domestic or foreign

8. Committee reports.
9. Visual and lecture notes.
10. Reprints from magazines, periodicals, or journals.

Publications submitted to the Office of Information for policy clearance should be in clean, complete, and edited final manuscript form; not in the form of stencils, paper or plastic plates, or prepared camera copy. Any illustration and art to be included in the publications should be submitted with the manuscript.

The manuscript when submitted to the Office of Information should be accompanied by a completed form AD-158, "Request for Reproduction Clearance," in triplicate. Two copies of the AD-158 will be returned to the agency when the manuscript has been approved for processing.

All manuscripts submitted for processed publications clearance under this Part 1 should be sent to Mr. R. A. Hollis, Processed Publications Review Officer, Room 503 Administration Building. The Office of Information may at its discretion give advance clearance for one year to any duplicated periodical that will be consistent from issue to issue in content, format, length, and distribution. Application should be made to the Processed Publications Review Officer, on Form AD-158 with an accompanying memorandum explaining reasons for advance clearance.

PART 2, CLEARANCE OF NON-INFORMATIONAL PROCESSED MATERIALS TO BE RUN IN QUANTITIES OF 25,000, 50,000 OR MORE PRODUCTION UNITS:

This clearance procedure is designed to implement the provisions of Secretary's Memorandum No. 1384, regarding management of mimeographing and offset operations in the Department, and in particular the control of large-size processing jobs.

Under this clearance responsibility, the Office of Information will review all non-informational materials intended for processing by mimeograph or by offset through the use of paper or plastic plates that will total 25,000 or more production units. In the case of "camera copy" intended to be reproduced by offset printing clearance will be required only if the production units will total 50,000 or more.

The provisions of this production unit clearance also pertain to the exempt processed publication items numbered 1 through 10 in Part 1 of this memorandum.

The term, "production unit," as used in this memorandum is a page, or one side of an 8x10½ sheet; an 8x10½ sheet processed on both sides is two production units. The total number of production units is the product of the number of copies times the number of 8x10½ pages in one color of ink included in the job.

A "job" is defined to mean a finished product consisting of one or more pages of related material.

Clearance is not required in those instances where several different jobs or items, none of which exceed the established production unit maximums, are grouped together on the same requisition for convenience in ordering.

Materials submitted for clearance should be submitted in clean copy form and not in the form of stencils for mimeographing, paper or plastic plates for offset, or camera copy.

To facilitate handling of clearance and to provide the best possible service to agencies, the Office of Information will answer questions on methods, costs, and speed of reproduction of materials. In carrying out the clearance responsibilities, agency programs and time requirements will be considered in relation to the size, cost, and use of reproduced materials. However, agencies should recognize their own responsibilities to consider time requirements in preparing copy and planning for its reproduction and distribution.

The Director of Information may, at his discretion, give written advance clearance for up to six months to certain recurring jobs with emergency time requirements. Application for such advance clearance should be made by memorandum and well in advance. Items given such clearance will be post-audited.

In order to handle clearance under this Part 2 as promptly as possible, each job should be forwarded to Mr. H. E. Goodrich, Printing Section, Division of Publications, Office of Information, with completed form AD-158, "Request for Reproduction Clearance," in triplicate. Care should be exercised to give all the information necessary on the AD-158. When the job has been approved, it will be returned to the agency together with two signed copies of Form AD-158. One signed copy should be attached to the job when it is submitted to the Department's plant for processing.

- - -

R. Lyle Webster

R. Lyle Webster
Director of Information

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF INFORMATION
Washington

November 22, 1954

INFORMATION MEMORANDUM NO. 16

Subject: Matters Suggested for Consideration by Agency Publications Committees

We have been greatly encouraged by the careful attention and sound thinking that the Agency Publications Committees have been devoting to their publications planning.

There are two publications matters that have come to our attention recently and we would appreciate it very much if the Agency Publications Committees could consider them in cases where they are pertinent to the agency's work.

Photographs in Publications

In many cases the photographs submitted with manuscripts for publication fail in their purpose. Too often they are oldfashioned or dated in appearance or do not show the exact points that are discussed in the manuscript, or seem to be pictures that have been collected from various sources at the last minute rather than pictures that have been planned from an early stage in the planning of the publication so that they may best serve a functional purpose.

We ask that, in making plans for publications before the manuscripts are written, the Agency Publications Committees consider the question of properly illustrating the publications so that suitable arrangements may be made at an early stage for needed functional illustrations, including photographs. In many cases, we believe this will indicate the taking of photographs which will properly serve the purpose of the publication rather than waiting until a late stage in the preparation of the manuscript and attempting to assemble pictures that have already been taken for other purposes and all too often do not fit the needs of the new publication adequately.

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Publication of Old Research

Every so often we receive a manuscript for publication reporting the results of research which was completed some years ago. For example, we may receive a manuscript reporting on the outbreak of a disease pest more than 10 years ago, or a manuscript reporting on the storage of agricultural crops in a period about 10 years ago, or a manuscript reporting on some survey completed 5 to 10 years earlier.

There is rather general agreement that it is not a credit to the Department to be so many years late in publishing the results of its research. We realize that in such cases there have been problems such as lack of sufficient manpower on the projects to make possible prompt completion of the manuscripts. But, regardless of the reasons, such manuscripts present a very real policy problem.

We would greatly appreciate it if the agency publications committees concerned with this problem would consider it as part of their planning of their agency publications programs and take whatever steps they can to avoid long delays in publishing research.

This memorandum is in anticipation of some policy statements and procedure covering these publications problems.

R. Lyle Webster

R. Lyle Webster
Director of Information

cc: Chairman Agency Publications Committee

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Information
Washington

December 12, 1955

INFORMATION MEMORANDUM NO. 17

Subject: Effective Date for New Publications Series

Attached is a sheet listing the revised Publications Series for the Department of Agriculture as recommended by the Department Publications Review Committee. This sheet is taken from the Committee's report, a copy of which you received early in October.

I am writing to you at this time to specify the effective date for the new series. We hope your agency can begin to apply the revised series on a permissive basis as of December 12, 1955. Use of the new series will be required for manuscripts submitted to the Office of Information on and after February 1, 1956.

If you find that this date cannot be met conveniently in your agency, will you please let me know before January 1, 1956.

R. Lyle Webster

R. Lyle Webster
Director of Information

Attachment

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U. S. DEPARTMENT OF AGRICULTURE

U. S. Department of Agriculture Publications Series– From Report of the Department Publications Review Committee, Aug. 1955

Farmers' Bulletins

Purpose.—To give farmers, ranchers, and others useful information on agriculture, presented so that they can readily read, understand, and apply the information.

Audience.—Primarily farmers and ranchers.

Content.—Agricultural subjects of widespread interest coming properly within the range of Department activities. These bulletins will emphasize the practical application of agricultural information, stressing directions and recommendations.

Presentation.—Concise, nontechnical and popular in style, readable. Illustrations should interpret the subject and, if possible, shorten the text.

Format.—"Document" size, (5⅞'' x 9⅛'') preferably not over 16 pages.

Distribution.—Free: through Members of Congress; through State and county Extension offices; from USDA. On sale by the Superintendent of Documents.

Home and Garden Bulletins

Purpose.—To give the public, including gardeners, homemakers, and suburbanites, useful information on agriculture, homemaking, and nutrition, presented so that they can readily read, understand, and apply the information.

Audience.—Primarily farm and home gardeners, suburbanites, and rural and urban homemakers.

Content.—Home and garden subjects of widespread interest coming properly within the range of Department activities, including such subjects as home building; growing vegetables, flowers, and fruit for home use; controlling insect pests in home and garden. These bulletins will emphasize the practical application of such subject matter, stressing directions and recommendations.

Presentation.—Concise, nontechnical and popular in style, readable. Illustrations should interpret the subject, and, if possible, shorten the text.

Format.—Flexible, preferably not over 16 pages.

Distribution.—Similar to Farmers' Bulletins.

Leaflets

Purpose.—To give the public especially brief statements of the kinds of information suitable for Farmers' Bulletins or Home and Garden Bulletins, but capable of being presented in from 1 to 8 pages.

Audience.—Same as for Farmers' Bulletins or Home and Garden Bulletins.

Content.—Same as for Farmers' Bulletins or Home and Garden Bulletins, but adaptable to especially brief presentation.

Presentation.—Concise, nontechnical, and popular in style, readable. Illustrations should interpret the subject, and, if possible, shorten the text.

Format.—Flexible, but preferably single sheets or folders; if pages are stitched or glued together, length may not exceed 8 pages.

Distribution.—Similar to Farmers' Bulletins.

Agriculture Information Bulletins

Purpose.—To publish information of a more specialized character than that included in the Farmers' Bulletin, Home and Garden Bulletin, or Leaflet series, making such information available to the urban or rural public.

Audience.—Rural, suburban, or urban people or groups.

Content.—Information of a more specialized or more complete character or information issued for a more specific audience or purpose than that included in the Farmers' Bulletin, Home and Garden, or Leaflet series.

Presentation.—Popular, nontechnical.

Format.—Flexible.

Distribution.—Free to selected groups of professional and technical workers, educators, libraries, and other cooperators; on sale by the Superintendent of Documents.

Agriculture Handbooks

Purpose.—To publish manuals of information on agriculture and home economics needed by professional or technical workers in these fields.

Audience.—Primarily professional or technical workers in agriculture and related fields.

Content.—Reference or working-tool information, including guides, specifications, glossaries of terms, and lists of plants and animals.

Presentation.—Flexible.

Format.—Flexible.

Distribution.—Free to selected groups of professional or technical workers and key libraries; on sale by the Superintendent of Documents.

Technical Bulletins

Purpose.—To publish substantial original contributions to scientific or technical knowledge so that this knowledge may be available for adaptation, demonstration and use in the laboratory, on the farm, or in the factory.

Audience.—Primarily scientists, specialists, and advanced students.

Content.—Usually the full, final report of a research project or of a major segment of a large research project; material carrying the highest scientific authority.

Presentation.—Scientific report style.

Format.—"Document" size (5⅞'' x 9⅛'').

Distribution.—Limited free distribution to scientists and specialists in the field and to key libraries, etc.; on sale by the Superintendent of Documents.

Marketing Research Reports

Purpose.—To make available semitechnical or semipopular information resulting from marketing research.

Audience.—Professional and technical workers in agriculture and related fields, especially those concerned with transporting, processing and marketing farm products.

Content.—Reports of marketing research, including reports on less complete research projects than are reported in the Technical Bulletin series.

Presentation.—Popular or semitechnical with emphasis on the application of the information in the marketing of farm products.

Format.—Flexible.

Distribution.—Limited free distribution to professional and technical workers, trade and commodity interests, and specialized operators and growers; key libraries, etc.; on sale by the Superintendent of Documents.

Production Research Reports

Purpose.—To make available semitechnical or semipopular information resulting from production research.

Audience.—Professional and technical workers in agriculture and related fields, especially those concerned with the production of farm products.

Content.—Reports of production research, including reports on less complete research projects than are reported in the Technical Bulletin series.

Presentation.—Popular or semitechnical with emphasis on the application of the information in the production of farm products.

Format.—Flexible.

Distribution.—Limited free distribution to professional and technical workers, trade and commodity interests, and specialized operators and growers; key libraries, etc.; on sale by the Superintendent of Documents.

Utilization Research Reports

Purpose.—To make available semitechnical or semipopular information resulting from utilization research.

Audience.—Professional and technical workers in agriculture and related fields, especially those concerned with utilization of farm products.

Content.—Reports of utilization research, including reports on less complete research projects than are reported in the Technical Bulletin series.

Presentation.—Popular or semitechnical with emphasis on the application of the information in the utilization of farm products.

Format.—Flexible.

Distribution.—Limited free distribution to professional and technical workers, trade and commodity interests, and specialized operators and growers; key libraries, etc.; on sale by the Superintendent of Documents.

Soil Survey Reports

Purpose.—To publish the findings of soil surveys.

Audience.—Professional and technical workers in agriculture and soil science and farmers in the areas surveyed.

Content.—Reports of soil surveys, including soils maps, soils descriptions, productivity estimates, management suggestions, and technical discussions of the soil morphology and relation of soils to the major soil groups.

Presentation.—Nontechnical except for discussion of soil morphology.

Format.—Flexible.

Distribution.—Limited free distribution by the Department to professional and technical workers and key libraries; free distribution by Members of Congress under U. S. C. 44, section 290; on sale by the Superintendent of Documents.

Forest Resource Reports

Purpose.—To publish economic information on forest resources.

Audience.—Forest products industry managers, persons interested in economic planning, Federal, State, and local government agencies.

Content.—Information on forest resources, including inventories, data on utilization of the resources, and requirements for forest products.

Presentation.—Technical report style but as readable as possible to facilitate use by the layman.

Format.—Flexible.

Distribution.—Limited free distribution to State forestry agencies; forestry schools; forest industries; Federal, State, and local government agencies; and key libraries; on sale by the Superintendent of Documents.

Statistical Bulletins

Purpose.—To publish needed statistics on agriculture obtained and compiled as part of the Department's work.

Audience.—Professional and technical workers and groups in agriculture, business, industry, and education.

Content.—Statistics on such subjects as production, movement from the farm, receipts at principal markets, reshipments, farm and market prices, exports and imports, production of foreign countries, and foreign-market prices.

Presentation.—Largely tabular.

Format.—Flexible, but usually 7⅞'' x 10¼''.

Distribution.—Limited free distribution to professional and technical workers and libraries; on sale by the Superintendent of Documents.

Yearbook of Agriculture

Purpose.—To make available, on the basis of need and interest, an authoritative and comprehensive treatment of research developments on an important agricultural subject.

Audience.—Farmers, agricultural students and instructors, workers in agriculture and others.

Content.—Comprehensive information on a particular agricultural subject from research specialists in the Department, Land-Grant Colleges, and other cooperators.

Presentation.—Popular, with a minimum of technical material so as to facilitate use by farmers.

Format.—Book.

Distribution.—To Congress as specifically required by law on the basis (since 1933) of 550 to each Senator and certain Senate officers, and 400 to each Representative and certain House officers. Department distribution (usually 12,000 copies) is limited to workers in the Department and to certain libraries, educational institutions, cooperating State extension and experiment station workers; on sale by the Superintendent of Documents to all others.

Program Aids

Purpose.—To publish information as needed on current programs of the Department in order to further the purposes of these programs.

Audience.—Individuals affected by the programs.

Content.—Information on programs of individual agencies or several agencies, or programs of a Department-wide nature.

Presentation.—Concise, popular, readable.

Format.—Flexible.

Distribution.—Free, immediate, and widespread to those concerned.

Service and Regulatory Announcements

Purpose.—To publish information as needed in the enforcement and administration of regulatory acts.

Audience.—Professional and technical workers in agriculture; State officials; persons in business and industry concerned with the subject matter of the announcements.

Content.—Notices of judgment, decisions, and other information which it may be necessary to publish in the enforcement of regulatory acts.

Presentation.—Technical or legal.

Format.—"Document" size (5⅞'' x 9⅛'').

Distribution.—Free distribution to professional and technical workers, State officials, and persons who need to be reached in the administration of regulatory acts; certain announcements may be suitable for further distribution on sale by the Superintendent of Documents.

Note.—The issuance of Service and Regulatory Announcements will not preclude the publication in other forms of notices of judgment or quarantine; or decisions, orders, or other announcements that require immediate publication or are necessary for the proper enforcement of regulatory acts.

Miscellaneous Publications

Purpose.—To publish essential information, including special reports, not adapted to inclusion in any one of the other Department series.

Audience.—Depending on the specific publication.

Content.—May include special reports, directories, catalogs, bibliographies, reference lists, and other materials which do not readily fit into one of the other series.

Presentation.—Variable.

Format.—Flexible.

Distribution.—Planned to suit the specific publication, and including wherever possible sales by the Superintendent of Documents.

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Office of Information
Washington

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January 3, 1956

INFORMATION MEMORANDUM NO. 18

Subject: Identification of Illustrations in Department Publications

We have many requests from newspapers, magazines, other publications, and the public for photographs and copies of drawings used in our publications. Oftentimes it is a real problem in trying to fill these requests to identify the illustration and know where the negative or drawing is located. Accordingly we plan to adopt a new procedure to help meet the requests for illustrations. This new procedure will be effective starting February 1, 1956, but of course we will welcome your cooperation in adapting to it even before that date.

(1) For every USDA photograph or color transparency submitted for publication, for which the negative is on file in the Washington area, will you please indicate the negative number on the legend submitted with the manuscript. We will plan on running this number in small type beneath the illustration in the publication.

(2) For every photograph, chart or drawing for which a negative is not on file in the Division of Photography, Office of Information, will you please furnish the Photographic Division with information on the source of the illustration and location of negative or drawing. Kindly send this information as soon as the publication comes off the press, submitting with the information a marked copy of the publication. Whenever possible, you may want to make copy negatives for the central file.

(3) Whenever photographs are used of superseded agency names, the negative number should be changed before illustration is submitted for publication. The Division of Photography will assign new numbers at your request.

(4) Each negative or color transparency of a reproduced print in a publication of the Department is subject to transfer to our Division of Photography if such illustration is the property of the Department. Each agency should see that all publication negatives are forwarded to the Division of Photography, Office of Information, to be maintained in the central departmental file.

R. Lyle Webster

R. Lyle Webster
Director of Information

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Information
Washington

August 16, 1957

INFORMATION MEMORANDUM NO. 19

Subject: Revised Printing and Binding Regulations, No. 10, July 1, 1957

The Government Printing and Binding Regulations No. 10, effective July 1, 1957, are substantially changed from previous issues. We recommend that employees concerned with printing and/or printing and duplicating equipment familiarize themselves with the regulations.

Following are some of the more important changes:

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Title I: Definitions

Page 1 - Par. 1 - Printing

Page 1 - Par. 2 - Duplicating

Page 3 - Par. 7 - Contract Field Printing

Title II: Equipment

Page 5 - Par. 10 - Disposal of Surplus Equipment

Title IV: Joint Committee on Printing Report Forms

Page 19 - Par. 45 - J.C.P. Form No. 2 (Contract Field Printing)

PRINTING

Previous regulations defined as printing the typing of camera copy, which is done by typists in many agencies. The new regulations removes this from the printing classification.

DUPLICATING

The major change in the definition of duplicating is (1) maximum size of equipment is reduced from 14" x 20" to 10" x 15"; (2) items consisting of a single page will not exceed 2,500 production units and items consisting of multiple pages will not exceed 15,000 production units in the aggregate (previous regulations allowed 25,000 production units in the aggregate); (3) Duplicating installations "are not authorized to print from plates made from photomechanical negatives and/or exposure frames."

CONTRACT FIELD PRINTING

The change is the elimination of "(b) plants of other departments to which reimbursement is made." The contract field printing limitation now applies only to printing, binding, and blank-book work procured from commercial concerns.

DISPOSAL OF SURPLUS EQUIPMENT

Printing or auxiliary equipment (procurement of which was approved by the J.C.P.) valued in excess of $100.00 must be reported to the Public Printer on forms furnished by the Committee, equipment valued less than $100.00 can be disposed of without prior approval and reported to the Committee through the Office of Information within 30 days after disposal action has been completed. Procurement, transfer, and disposal of nonprinting or duplicating equipment does not have to be reported.

JOINT COMMITTEE ON PRINTING FORM 2 (CONTRACT FIELD PRINTING)

Reports will be made semi-annually instead of quarterly. Also agencies are no longer required to submit samples but must have samples available if J.C.P. wishes to see them.

PUBLICATIONS, FREE DISTRIBUTION

Page 17, Paragraph 36 of the regulations precludes the furnishing of any publication for free distribution to any private individual or private organization in lots to exceed 50 copies unless the cost thereof is less than $10.00 without prior approval of the Committee. The Office of Information has been granted an exception to this regulation and may approve the furnishing of up to 2,500 copies to cooperators of the Department for redistribution in instances where such redistribution is justified. Monthly reports in detail, however, must be furnished the Committee by the Office of Information.

In instances, where an agency finds it desirable to furnish publications in quantities of more than 50 copies or the cost is in excess of $10.00 to a cooperator, a request for approval should be submitted in duplicate to the Chief of Publications, Office of Information. This request should be in detail, and should cite the name and address of the cooperator, the number and title of the publication, the number of copies to be furnished, the distribution or use to be made of the publication by the cooperator, how the interests of the Department or the Government will be served by such distribution, and related supporting information.

Titles 3 and 5 of the Department's Administrative Regulations will be revised to include these changes.

Any questions concerning this memorandum should be directed to Mr. H. E. Goodrich, Chief, Printing Section, Division of Publications, Office of Information, Ext. 5983; also, copies of the revised Printing and Binding regulations can be obtained from the Printing Section.

J. H. McCormick
Acting Director of Information

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August 20, 1958

INFORMATION MEMORANDUM NO. 19, SUPPLEMENT 1

Subject: Revised Government Printing and Binding Regulations No. 11, July 1, 1958

The Government Printing and Binding Regulations No. 11, effective July 1, 1958, include a number of changes from the previous issue. We recommend that employees concerned with printing or duplicating and equipment procurement familiarize themselves with the Regulations.

Following are some of the important changes in these regulations:

Title I: Definitions

Page 1 - Par. 2 - Duplicating

Page 1 - Par. 3 - Printing Plant

Title III: General Provisions

Page 15 - Par.32 - Paper, Standardization of;

Page 17 - Par.37 - Publications, Identification of;

Page 18 - Par.42 - Stationery: Sizes, Quality, Weight, Printing There-on, etc.

Title IV: Report Forms

Page 19 - Par.45 - JCP Form No. 1

Title V: Contract Field Printing

Page 21 - Par.52 - Authorization; Page 21 - Par. 53 - Annual Statement of Cost

Our Comments on These Changes Are:

DUPLICATING

The definition is changed to read: "not to exceed 5,000 production units shall be produced of any page and that items consisting of multiple pages will not exceed 15,000 production units in the aggregate." (Previous Regulations limited single page items to 2500 production units).

PRINTING PLANT

Revised Regulations eliminate the "A" and "B" printing plant classification. The new designation will be simply "printing plant."

Standardization of Paper. The Congressional Joint Committee on Printing considers the preparation of paper standards or specifications in connection with procurement by any department as duplication and waste in public printing and binding and directs that such preparation be discontinued. This change should have little or no effect upon this Department.

Identification of Publications. All documents and publications printed at Government expense shall have printed thereon the name of the branch, bureau, department or office of the Government issuing the same. If copies are for sale, the selling price and where obtainable shall also be shown. The main change in this requirement is that it now applies to all such items "printed at government expense" instead of the previous wording "printed for public distribution by the Government or at Government expense"

Imprints. Previous regulations required imprints on printed matter produced in Government plants or procured commercially. Current regulations eliminate this requirement.

Stationery. Page 18, Paragraph 42 of the Regulations directs attention to Bureau of the Budget Circular No. A-33 and supplements thereto. An important excerpt from Circular A-33 follows:

> Letterheads
>
> Size: 8" x 5¼", 8" x 7", 8" x 10½". No other sizes shall be used.
>
> Grade and Weight of Paper: (1) 50% rag bond, 32 lb. substance weight; (2) 25% rag bond, 40 lb. substance weight; or (3) sulphite bond, 40 lb. substance weight.
>
> Color: White shall be standard.
>
> Printing: Printing shall be in either black or blue ink.

JCP Form No. 1 - Page 19 - Par. 45 - JCP Form No. 1 has been revised and shall be used for summarizing work done by all printing plants (except plants primarily concerned in map or chart reproduction).

Contract Field Printing. Page 21 - Par. 52-53. These Paragraphs remove the previous monetary limitation on contract field printing. Agencies can expend from appropriated funds necessary amounts for contract field printing without limitations. The definition of field printing and the method and time for reporting are unchanged. The Office of Information will submit the "Annual Statement of Cost" using the 2 semi-annual reports (Form JCP-2) received from the Department's agencies.

Titles 3 and 5 of the Department's Administrative Regulations will be revised to include these changes.

Any questions concerning the memorandum should be directed to Mr. H.E. Goodrich, Chief, Printing Section, Division of Publications, Office of Information, Extension 5983; also copies of the revised Printing and Binding regulations can be obtained from the Printing Section.

J. K. McClarren

J. K. McClarren
Acting Director of Information

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October 28, 1959

INFORMATION MEMORANDUM NO. 19, SUPPLEMENT 2

Subject: Revised Government Printing and Binding Regulations No. 12, July 1, 1959

The Government Printing and Binding Regulations No. 12, effective July 1, 1959, contain few changes that affect the operations of the Department of Agriculture. This memorandum is issued to take care of inquiries that have arisen about these changes.

All employees of the Department concerned with printing or duplicating and equipment procurement are urged to familiarize themselves with the Regulations.

DUPLICATING

A change of particular interest to agency field offices, including Beltsville, (but not of concern to offices in Washington or the field using authorized printing plants such as the Office of Plant and Operations facility in the South Building) is:

> Page 1 - Title I: DEFINITIONS. Par. 2 - Duplicating. The definition is changed to read: "Provided, that not to exceed 5,000 production units shall be produced of any page and that items consisting of multiple pages will not exceed 25,000 production units in the aggregate."
>
> Previously the regulations limited multiple-page items to 15,000 production units. Under the revised regulation, if two or more pages are included in an item, the total of permissible production units is raised by 10,000; for example, where a run of only 3,000 copies of a 5-page item was allowed before, now a run of 5,000 copies of a 5-page item is in order.

PAPER STANDARDIZATION

A change that has resulted in several questions follows:

> Page 16 - Par. 32 - Paper, Standardization of. The paper specifications and standards mentioned in this paragraph concern agencies that prepare specifications and make formal contracts for paper procurement. Agencies of the Department usually procure paper from the Government Printing Office, the General Services Administration, and, in occasional small quantities, on the open market. Therefore, this regulation should have little or no effect on this Department.

Any questions concerning this memorandum should be directed to Mr. H. E. Goodrich, Chief, Printing Section, Publications Division, Office of Information, Extension 5983. Most agencies already have copies of the revised Printing and Binding Regulations. Single copies are still available at the Printing Section.

R. Lyle Webster
Director of Information

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Information
Washington

April 9, 1959

INFORMATION MEMORANDUM NO. 20, SUPPLEMENT 1

Subject: Agency Requests for Reimbursable Work to be Performed by INF.

Information Memorandum No. 20 is hereby cancelled. The requirement to furnish an extra copy of each request for work is no longer necessary.

R. Lyle Webster

R. Lyle Webster
Director of Information

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Information
Washington

May 26, 1959

INFORMATION MEMORANDUM NO. 21

Subject: Revised Definition of Periodical Publication.

Purpose. This memorandum is issued to promulgate a revised definition of periodical publications in the Department. (See 3 AR 131a.) This revised definition will be incorporated into revisions of Title 3 of the Administrative Regulations in the near future.

Policy. The employee news bulletin, USDA, is the channel for general information to all employees. Directives, important program information, advice of changes in programs, or other communications to staff from an agency head or director of a major division, may be effected through circular letters in memorandum-like form. Agencies using such letters at successive operational levels should avoid duplication in subject matter or distribution.

Management purposes can be fulfilled effectively by use of bulletins issued only as needed, rather than by establishing a periodical series which often results in the inclusion of ineffective "filler" text or illustrations, or other waste of space.

Periodical definition. For purposes of departmental administration periodicals will hereafter be defined as follows:

> Periodical. Periodicals are official publications issued semiannually or oftener for distribution to, or reading or use by, the public, other agencies, or employees; and which are issued semiannually or oftener with continuing policy as to format, specifications, content, and purpose. This definition is all-inclusive as to periodical publications, but does not include materials such as administrative letters, circular letters, memoranda, press and radio releases, intermittent notices, regulations, opinions, decisions, and instructions; nor does it include management bulletins issued irregularly on incentive awards, safety, or similar subjects aimed at stimulating program or management improvements. Such bulletins may be consecutively numbered for reference purposes; but not given volume and other periodical designation.

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In applying this definition the Department groups periodicals in three categories as follows:

Category 1. Formal printed periodicals are those printed publications issued semiannually or oftener for the purpose of disseminating useful information, with continuing policy as to format, specifications, content, and purpose; subject to formal approval of the Bureau of the Budget, and not included under the two categories below.

Category 2. Statistical periodicals are those agency periodicals primarily or exclusively statistical, with some text interpreting the statistics included in one or more issues. This includes outlook and situation reports and narrative reports of crop conditions or progress, estimates of production or marketing, and similar data.

Category 3. Other periodicals. This group includes all other periodicals issued in the Department.

In general the employee news bulletin, USDA, serves as a departmental vehicle for transmitting official information of interest to employees and information about programs and work of the Department. Separate agency employee periodicals are prohibited.

Effect of revised definition. This definition continues the present prohibition of agency employee news bulletins, of the nature of "house organs," but, by exclusion, allows use of irregular bulletins for management purposes, such as promotion of incentive awards, safety, and management improvement. Under this definition management bulletins and administrative letters will not be subject to prior approval by the Office of Information.

Advance approval of periodicals. Agencies proposing to establish a new periodical must obtain approval therefor in writing from the Office of Information.

R. Lyle Webster

R. Lyle Webster
Director of Information